

SCHOOL HEALTH MANUAL

Prepared by the

MAINE SCHOOL HEALTH ADVISORY COMMITTEE

with input from

MAINE DEPARTMENT OF EDUCATION

MAINE DEPARTMENT OF HUMAN SERVICES

SCHOOL HEALTH MANUAL SCHOOL NURSES

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COMMENTS

The School Health Manual is available electronically. The Department of Education will inform all school systems of the availability of the Manual. All orders for Manuals will be sent to the DOE.

Each section is available as a separate electronic file from the Department of Education WEB Page at <http://www.maine.gov/education/sh/index.html>. This will allow for sections to be updated on an ongoing basis.

A manual related to School Health will never be "finished." There are still parts to be refined, and new parts to be developed. The information for the Manual is drawn from many sources, and certainly is not exhaustive. Resources for additional information are given throughout.

Comments are welcome. They may be given to members of the School Health Advisory Committee or sent to: Nancy Dube, DOE, 23 State House, Augusta, ME 04333, 207-624-6688.

SCHOOL NURSES

Definition of School Nursing

“School nursing is a specialized practice of professional nursing that advances the well being, academic success, and life-long achievement of students. To that end, school nurses facilitate positive student responses to normal development; promote health and safety; intervene with actual and potential health problems; provide case management services; and actively collaborate with others to build student and family capacity for adaptation, self management, self advocacy and learning.” (NASN)

Statute Requirement

Legislation was passed in 1985 to require all school units to employ a school nurse or to contract with a public health agency for school nursing services. (See section on “Statute” for law.)

Each school board must appoint at least one school nurse for the unit to "supervise and coordinate the health services and health-related activities" required by law. The nurse performs other health-related activities as assigned by the school board, which may vary from school to school.

Each school nurse must meet Department of Education certification requirements (see attached rules on certification) and license requirements for a registered professional nurse.

In performing school nurse duties, the nurse is held to a standard of professional nursing care.

POSITION STATEMENT

SCHOOL NURSING: MAINE STATE BOARD OF NURSING

The Maine State Board of Nursing issues this Position Statement to guide the practice of school nursing. The Board's primary concern is the health and safety of students.

Children with special care needs and children who are technology-dependent are guaranteed the right to a free, appropriate public education, in the least restrictive environment, by a series of Federal laws and State law.

The goals of school nursing practice are the modification or removal of health related barriers to learning and the promotion of an optimum level of wellness.

This Position Statement delineates nursing roles and responsibilities for the safe delivery of specialized health care in the educational setting.

The registered nurse practicing as a school nurse:

1. 1. Develops a nursing care plan for every student with special health care needs requiring nursing assessment, intervention or supervision;
2. 2. Ensures that the student and his/her family are involved in all decision-making related to provision of health care in school;
3. 3. Participates as a member of the Individualized Education Program (IEP) team; the nurse incorporates the care plan into the IEP; and
4. 4. Ensures that the necessary and appropriate resources are available to all persons who are responsible for providing school health care before a child is placed in a classroom

The registered nurse practicing as a school health nurse makes decisions about the delegation of nursing activities to unlicensed persons in the school based on the regulations of the Board of Nursing.

DEPARTMENT OF EDUCATION

I. I. Authorization: Serves as a school nurse in a non-instructional position in elementary and secondary schools.

II. II. Academic Requirements: Eligibility for this certificate shall be established by:

A. A. Holding a current license in the State of Maine as a Registered Professional Nurse and holding a baccalaureate degree from an accredited institution

OR

B. B. Holding a current license in the State of Maine as a Registered Professional Nurse and holding a three year nursing diploma or nursing associate degree from an accredited institution. In addition, the candidate must document 30 semester hours from an accredited institution in the following areas:

1. 1. Organization and administration of school health services
2. 2. Human growth and development, including child and adolescent psychology
3. 3. Educational psychology
4. 4. Mental health, personal adjustment, group dynamics
5. 5. Principles, philosophy, and practices of education to include trends and developing issues relating to education
6. 6. Health education and development of health education curriculum
7. 7. Sociology, including applied sociology, family living, social problems, and family casework
8. 8. Techniques of counseling and/or parent education
9. 9. Oral and written communication skills
10. 10. Public health, public health nursing, and community, national and world health problems
11. 11. Nutrition and its aspects
12. 12. Speech pathology

OR

C. C. Candidates who cannot satisfy the requirements of subsection B are not rendered ineligible for the school nurse certificate if they meet all professional requirements listed in Section III and if they commence a program, approved by the Commissioner, designed to meet the 30 hour requirement I subsection B.

A certificate may be issued under this subsection only where the superintendent documents to the satisfaction of the Commissioner that the school unit has sought to employ as a school nurse a candidate certified under sections A or B or under chapter 115-A, section 7.3(b) but has been unable to do so.

III. III. Professional Requirements:

- A. A. Candidates must be currently licensed in the State of Maine as a Registered Professional Nurse with three years experience. At least one year of experience must be gained within five years of application for a certificate.
- B. B. Candidates must produce annually a valid Maine Registered Professional Nurse license to the school administration and to the Commissioner. A copy of this license must be on file in the school administrative unit office.

IV. IV. Certificate Renewal:

- A. A. Non-conditional certificate: A certificate issued to a candidate who has satisfied the criteria of Section II A or B and D or Chapter 115-A, section 7.3(b) may be renewed annually upon completion of 6 hours of approved study every 5 years. It is recommended that approved study be academic in the certificate area.
- B. B. Conditional certificate: A certificate issue pursuant to Section II C. may be renewed annually upon satisfactory completion of the conditions set forth in the approved program.

NATIONAL ASSOCIATION OF SCHOOL NURSES, INC.
STANDARDS OF PROFESSIONAL SCHOOL NURSING PRACTICE

Standards of Care	Standards of Professional Performance
Standard I. Assessment The school nurse collects client data.	Standard I. Quality of Care The school nurse systematically evaluates the quality and effectiveness of school nursing practice.
Standard II. Diagnosis The school nurse analyzes the assessment data in Determining nursing diagnoses.	Standard II. Performance Appraisal The school nurse evaluates one's own nursing practice in relation to professional practice standards and relevant statutes, regulations, and policies.
Standard III. Outcome Identification The school nurse identifies expected outcomes individualized to the client	Standard III. Education The school nurse acquires and maintains current knowledge and competency in nursing practice.
Standard IV. Planning The school nurse develops a plan of care/action that specifies interventions to attain expected outcomes.	Standard IV. Collegiality The school nurse interacts with and contributes to the professional development of peers and school personnel as colleagues.
Standard V. Implementation The school nurse implements the interventions Identified in the plan of care/action.	Standard V. Ethics The school nurse's decisions and actions on behalf of clients are determined in an ethical manner.
Standard VI. Evaluation The school nurse evaluates the client's progress toward attainment of outcomes.	Standard VI. Collaboration The school nurse collaborates with the student, family, school staff, community, and other providers in providing client care.
	Standard VII. Research The school nurse promotes use of research findings in school nursing practice.
	Standard VIII. Resource Utilization The school nurse considers factors related to safety, effectiveness, and cost in planning and delivering care.
	Standard IX. Communication The school nurse uses effective written, verbal, and nonverbal communication skills.
	Standard X. Program Management The school nurse manages school health services.
	Standard XI. Health Education The school nurse assists students, families, school staff, and the community to achieve optimal levels of wellness through appropriately designed and delivered health education.

SCHOOL NURSE JOB DESCRIPTION: SAMPLE
ROLE - QUALIFICATIONS - FUNCTIONS

A. Role:

The school nurse is a registered professional nurse certified with the Maine Department of Education working in the school setting who strengthens and facilitates the educational process by improving and protecting the health status of children.

The major focus of school nursing services is the prevention of illness and disability, and the early detection and correction of health problems. The school nurse is uniquely qualified in preventive health, health assessment, and referral procedures.

B. Qualifications:

1. 1. Possession of a current license to practice professional nursing in Maine.
2. 2. Three year's experience as a professional registered nurse.
3. 3. Certification as required by the Department of Education.
4. 4. A baccalaureate degree is preferred.

C. Functions:

1. 1. Provide health assessments.
 - a) a) Obtains a health and developmental history.
 - b) b) Screens and evaluates findings for deficits in vision, hearing, scoliosis, growth, etc.
 - c) c) Observes the child for development and health patterns in making a nursing assessment and nursing diagnosis.
 - d) d) Identifies health findings, which do not fall within the normal range.
 - e) e) Assists with physical examinations when conducted in the school.
2. 2. Develops and implements a health plan.
 - a) a) Interprets the health status of pupils to school personnel.
 - b) b) Initiates referrals to parents, school personnel and community health resources for intervention, remediation, and follow through.
 - c) c) Provides ongoing health information to pupils, parents, school personnel and health agencies.
 - d) d) Recommends and helps to implement modifications of school programs to meet students' health needs.
 - e) e) Utilizes existing health resources to provide appropriate care of pupils.
3. 3. Maintains, evaluates, and interprets cumulative health data to accommodate individual needs of students.

4. 4. Participates as the health specialist on the child education evaluation team to develop the health individualized educational plan (I.E.P.)
5. 5. Plans and implements school health management protocols for the child with chronic health problems, including the administration of medication.
6. 6. Participates in home visits to assess the family's needs as related to the child's health.
7. 7. Develops procedures and provides for crises intervention for acute illness, injury and emotional disturbances.
8. 8. Promotes and assists in the control of communicable diseases through preventive immunization programs, early detection, surveillance and reporting of contagious diseases.
9. 9. Recommends provisions for a school environment conducive to learning.
10. 10. Provides information on health.
 - a) a) Provides health information to assist students and families in making health-related decisions.
 - b) b) Participates in health education directly and indirectly for the improvement of health by teaching persons to become more assertive health consumers and to assume greater responsibility for their own health.
 - c) c) Provides information to adolescents concerning health problems in order to encourage responsible decision-making practices.
 - d) d) Serves as a resource person to the classroom teacher and administrator in health instruction and as a member of the health curriculum development committees.
11. 11. Coordinates school and community health activities and serves as a liaison person between the home, school, and community.
12. 12. Acts as a resource person in promoting health careers.
13. 13. Engages in research and evaluation of school health services to act as a change agent for school health programs and school nursing practices.
14. 14. Assists in the formation of health policies, goals and objectives for the school unit.

D. D. Administration:

1. 1. Is responsible for maintaining and updating cumulative health records.
2. 2. Helps develop/revise school health policies, procedures and standing orders.
3. 3. Prepares the budget for school health supplies.
4. 4. Reviews, revises and implements emergency policies, including in-service health and safety programs for personnel.
5. 5. Prepares first aid kits for each building.

6. 6. Organizes, instructs, and supervises school health volunteers or assistants.
7. 7. Reports regularly in writing to the principal and superintendent on school health activities.
8. 8. Prepares statistical reports for the Department of Educational and Cultural Services and Department of Human Services for the superintendent's signature as required.
9. 9. Implements the school medication policy and procedure.

E. E. Coordination:

1. 1. Interprets school health services to school personnel.
2. 2. Plans, implements, and supervises school health screening programs in accordance with state and district requirements and recommendations. Provides follow-up services when indicated.
3. 3. Interprets appraisal findings, and helps students and parents accept responsibility for diagnosis and treatment.
4. 4. Serves as a health liaison between school, home, and the community. Makes home visits as needed.
5. 5. Encourages parents to maintain current immunization protection as recommended by the Department of Human Services.
6. 6. Participates in the health aspects of kindergarten pre-registration.
7. 7. Helps school personnel recognize departures from appropriate behavior and growth patterns; helps students and staff adjust student programs when necessary to accommodate health needs of students.
8. 8. Serves as a resource person to school personnel. Participates selectively in classroom instruction under the supervision of the teacher.

RECOMMENDATIONS

1. 1. Attend the annual school nurse update sponsored by the Department of Education in its entirety.
2. 2. Read the Faculty Handbook, Student Handbook, Physical Education Handbook, Pupil Evaluation Team Handbook, and the School Health Manual.
3. 3. Get to know the key people: administration, faculty, the guidance and physical education personnel, secretaries, custodians, bus drivers.
4. 4. Obtain a private area for assessment/counseling, with proper ventilation, lighting, heat, telephone, filing, and resource materials.
5. 5. Obtain needed supplies and equipment for the nurse's office. Include a telephone.
6. 6. Meet with the teachers to acquaint them with the health program, health services offered and classroom emergency procedures for first aid.
7. 7. Set up first aid kits for the various areas of your schools.
8. 8. Set up a daily log to list those students who visit the nurse's office, or need special attention.

9. 9. Review students' health records and inform school personnel of special health problems, possible school safety hazards. This is an excellent time to have handouts ready for the faculty in such areas as epilepsy, diabetes, etc.
10. 10. Plan to attend as many faculty meetings as possible. This helps identify the school nurse as a member of the staff.
11. 11. Keep lines of communication open between nurse and teachers, nurse and administration, nurse and parents, and nurse and guidance department.
12. 12. Participate in the preparation of the school health services budget.
13. 13. Develop full year plan for scheduled health activities including accommodated mandated reporting.
14. 14. Join your professional organization, the Maine Association of School Nurses.
15. 15. Prepare reports monthly/yearly. It is extremely important to document school nursing activities. This documentation provides both the superintendent and school board with information to support the need for school nursing. A yearly report should summarize data in the monthly reports.

HOW TO BEGIN

Suggested Orientation Activities for a New School Nurse orientation

First of all, the administrator should explain the school unit's philosophy of the school health program and interpret the nurse's part in this program. Next, the school nurse should become acquainted with any existing school health policies or procedures, and the school nurse job description. From there, the school nurse should become familiar with the school environment. The week before school starts, when there are no students present, the school nurse should:

1. 1. Meet the principals and the office staff.
2. 2. Locate the school health office. Find out what clinic space and supplies are available. What is needed? How are the supplies ordered?
3. 3. Locate the health records. Check on what type of health information is available. How confidential is it? Who records health information? How up-to-date are the health records?
4. 4. Obtain from the administrative office the information needed to plan a schedule, taking into consideration the number of schools, the number of pupils and the number of grades in each school, and the distance between schools served.
5. 5. Meet the faculty, describe the nurse's role and how students are referred to the nurse. Give them a copy of the school nurse's schedule.
6. 6. Get acquainted with the cafeteria manager and workers, the bus drivers' supervisor, and the school custodian. Try to find what health problems or health hazards are present and how assistance in solving these problems may be rendered.
7. 7. Become acquainted with community contacts. What community service clubs are there? Where to send students for emergency care? What services are available from the local or county health department? Who is available for crisis?
8. 8. Become acquainted with the type of statistical data to be collected on the school nurse's activities for accountability of the school health program.

After becoming familiar with this necessary background information, the nurse should plan a tentative schedule of programs, including previously determined goals and objectives. The new school nurse should continue the programs in operation according to accepted policies until desirable changes can be made.

SUGGESTED MONTHLY ACTIVITIES

The following suggested monthly activities are for an optimal school health program, but will need to be adapted to the individual school district and its needs. Some of the activities listed can be done by clerical staff or health aides or at different monthly intervals; however, it is the school nurse's responsibility to see that the activities are done.

AUGUST-DECEMBER

1. The School Nurse should meet with the principal, school physician, school health coordinator and other school health program staff and clarify their role with school community committees. Contact key community health and social service providers to establish a means of Communication and referral.
2. Determine the procedure for tracking absenteeism.
3. Visit the classrooms, meet the students, and tell them where the health office is located and services offered.
4. Review school calendar and note activities involving the school nurse.
5. Check and replenish first aid supplies and arrange first aid cupboard.
6. Plan for health screening schedules for the year in school and obtain principal's approval.

The use of volunteer aides can help greatly in these time consuming checks. Contact the Chairman of PTA or Principal for list of volunteers.

7. Check health records and health problem lists for students who have chronic illnesses. Notify teachers of students that need special accommodations in a classroom. Notify teachers and other staff of students with function limits and potential problems or emergencies. Assure there is an Individual Health Plan on file. Provide individual counseling for students with known health problems.

8. Assure that every student has an up-to-date health record on file.
9. Obtain class lists of all students attending school according to grade level.
10. Meet with faculty. Provide information to staff on health services available and appropriate referrals for care including emergency procedures.
11. Determine students who will need medicine during the school day. Assure that school policy for medicines are followed.
12. Assure that all students who participate in school athletics have a current physical exam to be in compliance with school policy.
13. Obtain School Emergency information from secretary.
14. Assure that all students are in compliance with Immunization Law. Submit HDCC-20 (Immunization Status Report) to State Immunization Program between Dec 1 and Dec 15.

JANUARY- JUNE

1. Send periodic reminder to teachers regarding obvious or observable health conditions.

2. Check all new students that have entered school since September. Request health information if not contained in transfer of records and make health record. Check immunization records of new students.

3. Send periodic reminder to teachers regarding obvious and observable health conditions among students; especially at the secondary level at the start of the new semester.

4. Plan for spring preschool health screening program for Kindergarten registration.

5. Review health records of students moving to another school or who graduate. List students with known health problems to be sent to middle school and high school nurse for the beginning of the coming school year. Review procedure for transferring, keeping, or destroying school health records.

6. Prepare nurse's room for close of school and order supplies for next year.

7. Submit school health services reports to school nurse consultant, Maine Department of Education.

Calendar of Health Observances

Month	Monthly Observances	1 st Week	2 nd Week	3 rd Week	4 th Week
September	<p>Children's Eye Health & Safety Month – Prevent Blindness America (800-331-2020)</p> <p>National Cholesterol Education Month – National Heart, Lung, and Blood Institute Information Ctr. (301-592-8573)</p> <p>National Pediculosis Prevention Month- National Pediculosis Assn. (617-449-6487)</p>			National 5 A Day Week-National Cancer Institute Better Health Foundation (301-496-8520)	
October	<p>Child Health Month-American Academy of Pediatrics (847-981-7667)</p> <p>Family Health Month-American Academy of Family Physicians (800-274-2237)</p> <p>National Family Sexuality Education Month – Planned Parenthood Federation of America (212-261-4628)</p> <p>National Breast Cancer Awareness Month- Board of Sponsors</p>	American Heart Walk-American Heart Assn. (800-242-8721)	Fire Prevention Week-National Fire Protection Assn. (800-344-3555)	<p>National Health Education Week-National Ctr. For Health Education (212-334-9470)</p> <p>National Infection Control Week-Assn. For Professionals in Infection and Control & Epidemiology (202-296-2742)</p> <p>National School Bus Safety Week-National School Transportation Assn. (P.O. Box</p>	

	National Breast Cancer Awareness Month (P.O. Box 15437, Wilmington, DE 19850-5437)			2639, Springfield, VA 22152) Hepatitis Awareness Week-American Liver Foundation (800-465-4837)	
November	National Diabetes Month-American Diabetes Assn.(800-232-3472) National Epilepsy Month-Epilepsy Foundation of America (800-332-1000)			Great American Smokeout-American Cancer Society (800-227-2345)	
December	National Drunk and Drugged Driving Prevention Month-3D Prevention Month Coalition (202-452-6004) Safe Toys & Gifts Month-Prevent Blindness America (800-331-2020)	World AIDS Day-December 1-American Assn. For World Health (202-466-5883)			
January					National School Nurse Day-National Assn. Of School Nurses (207-883-2117)
February	American Heart Month-American Heart Assn. (800-232-3472) National Children's Dental Health Month-American Dental Assn. (800-947-4746)	National Condom Day-American Social Health Assn. (919-361-8400)	National Child Passenger Safety Awareness Week-U.S. Dept. Transportation (202-366-9550) Eating Disorders Awareness Week-Eating Disorders Awareness and Prevention (206-382-3587)		
March	Mental Retardation Awareness Month-The Arc (817-261-6003) National Nutrition Month-American Dietetic Assn. (312-899-0040)	National School Breakfast Week –American School Food Service Assn. (800-877-8882)		National Poison Prevention Week-Poison Prevention Week Council (301-504-0580 Ext. 1184)	
April	Alcohol Awareness Month-National Council on Alcoholism & Drug Dependence, Inc. (212-206-6770) Cancer Control Month-American Cancer	Health Kids Day – YMCA of the USA (312-269-1198) World Health Day-American Assn. For World	Earth Week – National PTA (312-670-6782) NH Buckle Up-Injury Prevention Ctr. At Dartmouth		

	<p>Society (800-272-2345)</p> <p>National Child Abuse Prevention Month – National Committee to Prevent Child Abuse (312-663-3520)</p> <p>National STD Awareness Month-American Social Health Assn. (919-361-8400)</p> <p>National Youth Sports Safety Month-National Youth Sports Safety Foundation (617-277-1171)</p> <p>National Autism Awareness Month-Autism Society of America (800-3-AUTISM)</p>	<p>Health (202-466-5883)</p> <p>National Public Health Week-American Public Health Assn. (202-789-5600)</p>	(877)783-0432		
May	<p>Asthma & Allergy Awareness Month-Asthmas & Allergy Foundation of America (800-7-ASTHMA)</p> <p>Better Hearing & Speech Month-American Speech-Language-Hearing Assn. (800-638-8255)</p> <p>Breathe Easy Month-American Lung Assn. (800-LUNG-USA)</p> <p>Hepatitis Awareness Month-Hepatitis Foundation International (973-239-1035)</p> <p>National Bike Month – League of American Bicyclists (410-539-3496)</p> <p>National Melanoma/Skin Cancer Detection & Prevention Month-American Academy of Dermatology (847-330-0230 ext. 343)</p> <p>National Mental Health Month-National Mental Health Assn. (800-969-6642)</p> <p>National Physical Fitness & Sports Month</p>	<p>National Physical Education & Sport Week-National Assn. For Sports & Phys Ed. (703-476-3410)</p> <p>National Safe Kids Week – National SAFE KIDS Campaign (202-662-0600)</p> <p>Childhood Depression Awareness Day-National Mental Health Assn. (800-969-6642)</p> <p>National Suicide Awareness Week – American Assn. Of Suicidology (202-237-2280)</p>		<p>National Running and Fitness Week-American Running & Fitness Assn. (301-913-9517)</p> <p>National Employee Health & Fitness Day-National Assn. Of Governors' Councils on Physical Fitness and Sports (317-237-5630)</p>	<p>Buckle Up America Week-National Highway Transportation Safety Adm. (202-366-9550)</p> <p>Word No Tobacco Day-American Assn. For World Health (202-466-5883)</p>

	<p>– National Assn. For Sports & Phys Ed. (703-476-3410)</p> <p>National Teen Pregnancy Prevention Month-Advocates for Youth (202-347-5700)</p> <p>National Trauma Awareness Month – American Trauma Society (800-556-7890)</p>				
June	<p>Dairy Month-American Dairy Assn. (847-803-2000)</p> <p>Firework Safety Month-Prevent Blindness America (800-331-2020)</p> <p>National Safety Month-American Society of Safety Engineers (847-699-2929)</p>				

ROLE IN HEALTH EDUCATION

School nurses without teaching certificates are not expected to have responsibility for regular health education classes. If a school nurse is hired to teach "health education" as part of the school's comprehensive school health education, the nurse must be certified by the Department of Education to teach Health Education. If the school nurse has been invited by the health education teacher to present specific information and assist the teacher, the school nurse is considered a guest and the classroom teacher should be present during the school nurses' presentation. However, school nurses should make use of every opportunity while talking with students, administrators, parents, and/or community leaders to teach methods of acquiring better health.

Promote Health Education By:

- . ▫ Providing education for staff on relevant health issues including infectious diseases and emergency procedures.
- . ▫ Using screening programs and first aid procedures as learning experiences for the student.
- . ▫ Assisting the classroom teacher by presenting health concepts in science, biology, home and family living, child development, physical education, and health classes.
- . ▫ Supplementing the regular classroom encompassing the health education content areas.
- . ▫ Serving as a resource to health teachers.
- . ▫ Conducting selected classroom presentations.
- . ▫ Promoting preventive health.
- . ▫ Displaying health education materials on bulletin boards.
- . ▫ Providing safety programs.
- . ▫ Practicing good health behaviors.
- . ▫ Acting as a health advocate.

HEALTH AIDE JOB DESCRIPTION

Qualifications

1. High School diploma.
2. Hold certificate in CPR and First Aid.
3. Successfully completed the approved Department of Education Medication Administer training for Schools.
4. Competent in computer technology.

Job Responsibilities

1. Must work under the direct supervision of the school nurse and may not work independently.
2. To work as a member of the health team.
3. To perform health related technical tasks and skills pertaining to the health program as assigned by the school nurse.

4. Must comply with relevant state and federal laws, including reporting of child abuse and neglect and confidentiality.
5. Implements basic first aid within scope of the individual's training to provide care for pupils.

Facilities and Supplies

Recommended Facilities for the School Health Services Office

1. **1. The nursing office should be conducive to the privacy and confidentiality of school nursing practice.** Students should be aware that they can speak to the nurse about their problems, concerns, or the need for counseling in a private setting. Some of the nurse's telephone conversations to or from parents or agencies are confidential and should not be pursued in the presence of the student.
2. **2. Telephone in the Nurses' Office.** A telephone should be available, preferably in the nurse's office or an adjacent room that will permit the nurse to observe an ill child while trying to contact the parents. The nurse must be able to summon help in case of an emergency.
3. **3. Computer.** It has become increasingly important for the school nurse to have a computer for current information through the internet, for record keeping, and for data collection.
4. **4. Cot and/or Bed.** A cot and/or bed where ill/injured students can rest and be observed by the nurse.
5. **5. Lavatory facilities with soap dispenser and disposable towels.** To reduce the incidence of communicable disease transmission, it is strongly recommended that these facilities be in the nurse's office or an adjacent room.
6. **6. Proper lighting and ventilation.** Adequate lighting is necessary in order to perform accurate screenings, examine wounds. Proper ventilation is necessary for the nurse's and students' comfort and to prevent the spread of disease.
7. **7. Locked storage for medication.** Locked storage is necessary in order to prevent the taking, loss, or misplacement of drugs.
8. **8. Screening environment.** Sufficient space and tranquility are necessary to properly perform all screenings.
9. **9. Locked file cabinets or drawers for storage of health records.** Provided by the School Department.

10. 10. **The nursing office must be fully handicapped accessible**, including the bathroom.

Health Office Supplies

The following medical supplies might be considered for use in the school health office.

Adhesive tape (1 in. & 1/2 in.)	Alcohol
Bacitracin Ointment	Band Aids (regular & butterfly)
Blanket	Blood Pressure Instrument and Stethoscope
Cotton Balls	Cotton Swabs
CPR Mask (children)	Disinfectant spray for cleaning surfaces
Emesis Basin	Eye cup
Eye pads	Gauze pads (4 x 4 & 2 x 2)
Gloves (latex & vinyl disposable)	Ice packs (reusable)
Medication cups	Paper cups
Pen light	Peroxide
Pillow covers	“Red” Universal precaution bags for contaminated materials
Scissors	“Sharps” dispenser
Splints (finger and arm/leg)	Thermometers, dispensers, probe covers
Sterile gauze roll (2 in. & 3 in.)	Tongue depressors
Tissues	Triangle bandage
Universal precautions equipment/clean-up kit	
Tweezers	

Suggested Items for a Standard First Aid Kit

- Box of nonporous disposable gloves
- Sealed packages of alcohol wipes or antiseptic
- Small Scissors
- Tweezers (for removing splinters)
- Thermometer
- Adhesive bandage tape
- Sterile gauze squares (2" and 3")
- Triangular bandages
- Flexible roller gauze (1" and 2" widths)
- Safety pins
- Eye dressing
- Insect sting preparation
- Pencil and notepad
- Cold pack
- Small splints
- Sealable plastic bags for soiled materials
 - • Heat packs
 - • Crutches
 - • Clock with second hand
 - • Ring cutter
 - • CPR mask

A wheelchair and crutches are also useful.

REFERENCE: the ABC's of Safe Child Care Booklet (<http://www.cdc.gov/ncidod/hip/abc/policie5.htm>).

REFERENCE: This section reproduced with permission from the *New Hampshire School Manual*..

School Nurse Substitute Qualifications

The qualifications needed to substitute for a school nurse is:

- * 1 A current RN license in the State of Maine
- * 2 A criminal history record check approval.
- *

REFERENCE SECTION (For School Nurse)

NASN Standards of Practice. "Standards of Professional School Nursing Practice: Applications in the field", Susan L. Lordi and Beverly Brodley, 2000, Scarborough, Maine

Board of Nursing Rules. Maine State Board of Nursing, <http://www.state.me.us/nursingbd/>

Department of Education Certification – 624-6603

Merck Manual of Diagnosis and Therapy, Editors Mark Bogin, M.D. and Rober Berkow, M.D.

Control of Communicable Diseases Manual, American Public Health Associations

PDR, Pocket Guid

INFORMATIONAL LETTER NO: 27

POLICY CODE: JLC/GCAAB

**TO: Superintendents, Dale Douglas (MSMA), and Dick Durost
(Maine Principals Association)**

FROM: J. Duke Albanese, Commissioner, Department of Education

DATE: November 20, 2002

**SUBJECT: The School Nurse Role in Delegation or Coordination of
Health-Related Tasks**

The Maine School Health Advisory Committee has prepared the attached document, "School Nursing Role Definition in Delegation or Coordination and Oversight," to help superintendents, principals, school staff, and school health personnel understand the differences in the role of the certified school nurse, the licensed practical nurse (LPN), and other individuals in the school setting who are assigned responsibility for health care.

The certified school nurse is a professional registered nurse meeting the certification requirements of the Department of Education. As part of the school education team, certified school nurses work under the direction of the principal and superintendent. Because it is not feasible in many schools to have a school nurse always present, schools must make use of appropriately trained ancillary personnel to meet students' health-related needs.

The school administration is responsible for implementing policies and practices to ensure the safety of students. Therefore, it is important to ensure that:

any staff assigned health-related tasks are working within their job descriptions,

any unlicensed person performing health-related tasks receives appropriate training by a qualified professional, and that

the unlicensed person performing health-related tasks is competent to carry out the assigned task.

The attached document provides information regarding health-related tasks that can be appropriately assigned to school staff when the school nurse is not available.

Questions concerning this material should be directed to the Maine School Health Advisory Committee, through DeEtte Hall, Department of Education, 23 State House Station, Augusta, ME 04333 or deette.hall@maine.gov

SCHOOL NURSING ROLE DEFINITION IN DELEGATION OR COORDINATION AND OVERSIGHT

I. Role of the Certified School Nurse

A Certified Professional School Nurse (RN) is one who is licensed by the Maine State Board of Nursing as a professional Registered Nurse and certified by the Department of Education as a school nurse.

A Certified School Nurse:

Manages the school health services under the direction of the Superintendent and Principal, and in compliance with school district policy.

Functions in accordance with the Standards of Professional School Nursing Practice, the Nurse Practice Act, and Federal and State statutes that impact school nursing practice.

Provides information to the school board and school administrators as they develop school health policies and procedures.

Provides health-related training to school personnel.

Provides preventive health services to students including health education, screening, consultation and referrals.

Provides nursing assessments and nursing diagnoses and develops plans of care for students needing health and nursing interventions.

Implements interventions within the plan of care directly, through delegation, or through the provision of oversight and coordination to other responsible staff based on consideration of health, safety, and welfare of the student.

Coordinates in-school health care with the student's primary care physician, the school-based health center, and other providers/staff as necessary and appropriate.

The Certified School Nurse is responsible for determining appropriate delegation of health-related tasks or coordination and oversight:

The Nurse Practice Act authorizes registered professional nurses to delegate tasks to licensed practical nurses and certified nursing assistants only (32 M.R.S.A. §§ 2102 (2)(C), 2102(2)(D)).

Delegation and coordination/oversight of health-related tasks/services must be determined on an individual basis. Factors to be considered for delegation and/or coordination and oversight include safety, acuity of the student, stability of the condition of the student, training and capability of the staff, and nature of the task.

The Certified School Nurse must exercise professional judgment in determining delegation or coordination/oversight activities.

The nurse **shall not** "coordinate and oversee unlicensed health care assistive personnel for health counseling, teaching or any task that requires independent, specialized nursing knowledge, skill or judgment" according to the Maine State Board of Nursing (MSBON) Rules Ch. 6, Regulations Relating to Coordination and Oversight of Patient Care Services by Unlicensed Health Care Assistive Personnel § 2 (1).

The Certified School Nurse is responsible for the coordination and oversight of unlicensed personnel. The School Nurse will:

1. Identify the student's needs and develop/consult on the plan of care.
2. Identify the tasks to be performed by the unlicensed personnel.
3. Provide direction/training to the unlicensed personnel.
4. Determine the ability of the unlicensed staff to perform the task.
5. Monitor the designated staff's reporting and documentation of the task.

6. Ensure that designated staff reports directly to the certified school nurse for the performance of the task.

7. Evaluate the performance of the task as it relates to the student outcome and initiate corrective action as appropriate within the school setting.
(MSBON Rules Ch. 6 § 2(2)(B))

II. The Role and Responsibilities of Ancillary Personnel

School Staff who are licensed by the MSBON as Licensed Practical Nurses (LPN's):

1. May assist the certified school nurse with specified health tasks.
2. Do not meet the professional requirements for licensure as a registered professional nurse (RN) and requirements for certification by the Maine Department of Education as a certified school nurse.
3. May assume health related responsibilities **only** when those responsibilities **do not** require independent, specialized nursing knowledge, skill, or judgment including assessment and evaluation of student health outcomes and **only** when those responsibilities have standardized protocols and procedures leading to a predictable outcome. 32 M.R.S.A. § 2102(2)(C).
4. Must work under the direction of a certified school nurse.
5. Must function within their scope of practice including medication administration.

B. Unlicensed Assistive Personnel¹ are school staff not licensed to provide health-related services, including the independent administration of medication. School Staff who are Unlicensed Assistive Personnel:

1. May assist the certified school nurse in carrying out specified tasks that do not require independent, specialized nursing knowledge, skill, or judgment including assessment and evaluation of student health outcomes and health counseling or teaching. (Examples of appropriate tasks include assistance with vision and hearing screenings and supervised administration of medication.)
2. Must receive appropriate training on the specific task to be performed before accepting the task.
3. Must comply with policies, procedures, and health care plans as directed.
4. Must report to and receive oversight from the school nurse regarding assigned tasks.

5. Must carry out assigned tasks as directed and document all tasks.

Prepared by the Maine School Health Advisory Committee, April 2002.

SCHOOL HEALTH MANUAL

Prepared by the

MAINE SCHOOL HEALTH ADVISORY COMMITTEE

with input from

MAINE DEPARTMENT OF EDUCATION

MAINE DEPARTMENT OF HUMAN SERVICES

SCHOOL HEALTH MANUAL SCHOOL NURSES

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COMMENTS

The School Health Manual is available electronically. The Department of Education will inform all school systems of the availability of the Manual. All orders for Manuals will be sent to the DOE.

Each section is available as a separate electronic file from the Department of Education WEB Page at <http://www.maine.gov/education/sh/index.html>. This will allow for sections to be updated on an ongoing basis.

A manual related to School Health will never be "finished." There are still parts to be refined, and new parts to be developed. The information for the Manual is drawn from many sources, and certainly is not exhaustive. Resources for additional information are given throughout.

Comments are welcome. They may be given to members of the School Health Advisory Committee or sent to: DeEtte Hall, DOE, 23 State House, Augusta, ME 04333, 207-624-6688.

SCHOOL NURSES

Definition of School Nursing

“School nursing is a specialized practice of professional nursing that advances the well being, academic success, and life-long achievement of students. To that end, school nurses facilitate positive student responses to normal development; promote health and safety; intervene with actual and potential health problems; provide case management services; and actively collaborate with others to build student and family capacity for adaptation, self management, self advocacy and learning.” (NASN)

Statute Requirement

Legislation was passed in 1985 to require all school units to employ a school nurse or to contract with a public health agency for school nursing services. (See section on “Statute” for law.)

Each school board must appoint at least one school nurse for the unit to "supervise and coordinate the health services and health-related activities" required by law. The nurse performs other health-related activities as assigned by the school board, which may vary from school to school.

Each school nurse must meet Department of Education certification requirements (see attached rules on certification) and license requirements for a registered professional nurse.

In performing school nurse duties, the nurse is held to a standard of professional nursing care.

POSITION STATEMENT

SCHOOL NURSING: MAINE STATE BOARD OF NURSING

The Maine State Board of Nursing issues this Position Statement to guide the practice of school nursing. The Board's primary concern is the health and safety of students.

Children with special care needs and children who are technology-dependent are guaranteed the right to a free, appropriate public education, in the least restrictive environment, by a series of Federal laws and State law.

The goals of school nursing practice are the modification or removal of health related barriers to learning and the promotion of an optimum level of wellness.

This Position Statement delineates nursing roles and responsibilities for the safe delivery of specialized health care in the educational setting.

The registered nurse practicing as a school nurse:

5. 1. Develops a nursing care plan for every student with special health care needs requiring nursing assessment, intervention or supervision;
6. 2. Ensures that the student and his/her family are involved in all decision-making related to provision of health care in school;
7. 3. Participates as a member of the Individualized Education Program (IEP) team; the nurse incorporates the care plan into the IEP; and
8. 4. Ensures that the necessary and appropriate resources are available to all persons who are responsible for providing school health care before a child is placed in a classroom

The registered nurse practicing as a school health nurse makes decisions about the delegation of nursing activities to unlicensed persons in the school based on the regulations of the Board of Nursing.

DEPARTMENT OF EDUCATION

III. I. Authorization: Serves as a school nurse in a non-instructional position in elementary and secondary schools.

IV. II. Academic Requirements: Eligibility for this certificate shall be established by:

B. A. Holding a current license in the State of Maine as a Registered Professional Nurse and holding a baccalaureate degree from an accredited institution

OR

C. B. Holding a current license in the State of Maine as a Registered Professional Nurse and holding a three year nursing diploma or nursing associate degree from an accredited institution. In addition, the candidate must document 30 semester hours from an accredited institution in the following areas:

13. 1. Organization and administration of school health services
14. 2. Human growth and development, including child and adolescent psychology
15. 3. Educational psychology
16. 4. Mental health, personal adjustment, group dynamics
17. 5. Principles, philosophy, and practices of education to include trends and developing issues relating to education
18. 6. Health education and development of health education curriculum
19. 7. Sociology, including applied sociology, family living, social problems, and family casework
20. 8. Techniques of counseling and/or parent education
21. 9. Oral and written communication skills
22. 10. Public health, public health nursing, and community, national and world health problems
23. 11. Nutrition and its aspects
24. 12. Speech pathology

OR

D. C. Candidates who cannot satisfy the requirements of subsection B are not rendered ineligible for the school nurse certificate if they meet all professional requirements listed in Section III and if they commence a program, approved by the Commissioner, designed to meet the 30 hour requirement I subsection B.

A certificate may be issued under this subsection only where the superintendent documents to the satisfaction of the Commissioner that the school unit has sought to employ as a school nurse a candidate certified under sections A or B or under chapter 115-A, section 7.3(b) but has been unable to do so.

IV. III. Professional Requirements:

- C. A. Candidates must be currently licensed in the State of Maine as a Registered Professional Nurse with three years experience. At least one year of experience must be gained within five years of application for a certificate.
- D. B. Candidates must produce annually a valid Maine Registered Professional Nurse license to the school administration and to the Commissioner. A copy of this license must be on file in the school administrative unit office.

V. IV. Certificate Renewal:

- C. A. Non-conditional certificate: A certificate issued to a candidate who has satisfied the criteria of Section II A or B and D or Chapter 115-A, section 7.3(b) may be renewed annually upon completion of 6 hours of approved study every 5 years. It is recommended that approved study be academic in the certificate area.
- D. B. Conditional certificate: A certificate issue pursuant to Section II C. may be renewed annually upon satisfactory completion of the conditions set forth in the approved program.

NATIONAL ASSOCIATION OF SCHOOL NURSES, INC.
STANDARDS OF PROFESSIONAL SCHOOL NURSING PRACTICE

Standards of Care	Standards of Professional Performance
Standard I. Assessment The school nurse collects client data.	Standard I. Quality of Care The school nurse systematically evaluates the quality and effectiveness of school nursing practice.
Standard II. Diagnosis The school nurse analyzes the assessment data in Determining nursing diagnoses.	Standard II. Performance Appraisal The school nurse evaluates one's own nursing practice in relation to professional practice standards and relevant statutes, regulations, and policies.
Standard III. Outcome Identification The school nurse identifies expected outcomes individualized to the client	Standard III. Education The school nurse acquires and maintains current knowledge and competency in nursing practice.
Standard IV. Planning The school nurse develops a plan of care/action that specifies interventions to attain expected outcomes.	Standard IV. Collegiality The school nurse interacts with and contributes to the professional development of peers and school personnel as colleagues.
Standard V. Implementation The school nurse implements the interventions Identified in the plan of care/action.	Standard V. Ethics The school nurse's decisions and actions on behalf of clients are determined in an ethical manner.
Standard VI. Evaluation The school nurse evaluates the client's progress toward attainment of outcomes.	Standard VI. Collaboration The school nurse collaborates with the student, family, school staff, community, and other providers in providing client care.
	Standard VII. Research The school nurse promotes use of research findings in school nursing practice.
	Standard VIII. Resource Utilization The school nurse considers factors related to safety, effectiveness, and cost in planning and delivering care.
	Standard IX. Communication The school nurse uses effective written, verbal, and nonverbal communication skills.
	Standard X. Program Management The school nurse manages school health services.
	Standard XI. Health Education The school nurse assists students, families, school staff, and the community to achieve optimal levels of wellness through appropriately designed and delivered health education.

SCHOOL NURSE JOB DESCRIPTION: SAMPLE
ROLE - QUALIFICATIONS - FUNCTIONS

B. A. Role:

The school nurse is a registered professional nurse certified with the Maine Department of Education working in the school setting who strengthens and facilitates the educational process by improving and protecting the health status of children.

The major focus of school nursing services is the prevention of illness and disability, and the early detection and correction of health problems. The school nurse is uniquely qualified in preventive health, health assessment, and referral procedures.

C. B. Qualifications:

5. 1. Possession of a current license to practice professional nursing in Maine.
6. 2. Three year's experience as a professional registered nurse.
7. 3. Certification as required by the Department of Education.
8. 4. A baccalaureate degree is preferred.

D. C. Functions:

2. 1. Provide health assessments.

- f) a) Obtains a health and developmental history.
- g) b) Screens and evaluates findings for deficits in vision, hearing, scoliosis, growth, etc.
- h) c) Observes the child for development and health patterns in making a nursing assessment and nursing diagnosis.
- i) d) Identifies health findings, which do not fall within the normal range.
- j) e) Assists with physical examinations when conducted in the school.

3. 2. Develops and implements a health plan.

- f) a) Interprets the health status of pupils to school personnel.
- g) b) Initiates referrals to parents, school personnel and community health resources for intervention, remediation, and follow through.
- h) c) Provides ongoing health information to pupils, parents, school personnel and health agencies.
- i) d) Recommends and helps to implement modifications of school programs to meet students' health needs.
- j) e) Utilizes existing health resources to provide appropriate care of pupils.

11. 3. Maintains, evaluates, and interprets cumulative health data to accommodate individual needs of students.

12. 4. Participates as the health specialist on the child education evaluation team to develop the health individualized educational plan (I.E.P.)
13. 5. Plans and implements school health management protocols for the child with chronic health problems, including the administration of medication.
14. 6. Participates in home visits to assess the family's needs as related to the child's health.
15. 7. Develops procedures and provides for crises intervention for acute illness, injury and emotional disturbances.
16. 8. Promotes and assists in the control of communicable diseases through preventive immunization programs, early detection, surveillance and reporting of contagious diseases.
17. 9. Recommends provisions for a school environment conducive to learning.
18. 10. Provides information on health.
 - e) a) Provides health information to assist students and families in making health-related decisions.
 - f) b) Participates in health education directly and indirectly for the improvement of health by teaching persons to become more assertive health consumers and to assume greater responsibility for their own health.
 - g) c) Provides information to adolescents concerning health problems in order to encourage responsible decision-making practices.
 - h) d) Serves as a resource person to the classroom teacher and administrator in health instruction and as a member of the health curriculum development committees.
15. 11. Coordinates school and community health activities and serves as a liaison person between the home, school, and community.
16. 12. Acts as a resource person in promoting health careers.
17. 13. Engages in research and evaluation of school health services to act as a change agent for school health programs and school nursing practices.
18. 14. Assists in the formation of health policies, goals and objectives for the school unit.

E. D. Administration:

10. 1. Is responsible for maintaining and updating cumulative health records.
11. 2. Helps develop/revise school health policies, procedures and standing orders.
12. 3. Prepares the budget for school health supplies.
13. 4. Reviews, revises and implements emergency policies, including in-service health and safety programs for personnel.
14. 5. Prepares first aid kits for each building.

15. 6. Organizes, instructs, and supervises school health volunteers or assistants.
16. 7. Reports regularly in writing to the principal and superintendent on school health activities.
17. 8. Prepares statistical reports for the Department of Educational and Cultural Services and Department of Human Services for the superintendent's signature as required.
18. 9. Implements the school medication policy and procedure.

F. E. Coordination:

9. 1. Interprets school health services to school personnel.
10. 2. Plans, implements, and supervises school health screening programs in accordance with state and district requirements and recommendations. Provides follow-up services when indicated.
11. 3. Interprets appraisal findings, and helps students and parents accept responsibility for diagnosis and treatment.
12. 4. Serves as a health liaison between school, home, and the community. Makes home visits as needed.
13. 5. Encourages parents to maintain current immunization protection as recommended by the Department of Human Services.
14. 6. Participates in the health aspects of kindergarten pre-registration.
15. 7. Helps school personnel recognize departures from appropriate behavior and growth patterns; helps students and staff adjust student programs when necessary to accommodate health needs of students.
16. 8. Serves as a resource person to school personnel. Participates selectively in classroom instruction under the supervision of the teacher.

RECOMMENDATIONS

16. 1. Attend the annual school nurse update sponsored by the Department of Education in its entirety.
17. 2. Read the Faculty Handbook, Student Handbook, Physical Education Handbook, Pupil Evaluation Team Handbook, and the School Health Manual.
18. 3. Get to know the key people: administration, faculty, the guidance and physical education personnel, secretaries, custodians, bus drivers.
19. 4. Obtain a private area for assessment/counseling, with proper ventilation, lighting, heat, telephone, filing, and resource materials.
20. 5. Obtain needed supplies and equipment for the nurse's office. Include a telephone.
21. 6. Meet with the teachers to acquaint them with the health program, health services offered and classroom emergency procedures for first aid.
22. 7. Set up first aid kits for the various areas of your schools.
23. 8. Set up a daily log to list those students who visit the nurse's office, or need special attention.

24. 9. Review students' health records and inform school personnel of special health problems, possible school safety hazards. This is an excellent time to have handouts ready for the faculty in such areas as epilepsy, diabetes, etc.
25. 10. Plan to attend as many faculty meetings as possible. This helps identify the school nurse as a member of the staff.
26. 11. Keep lines of communication open between nurse and teachers, nurse and administration, nurse and parents, and nurse and guidance department.
27. 12. Participate in the preparation of the school health services budget.
28. 13. Develop full year plan for scheduled health activities including accommodated mandated reporting.
29. 14. Join your professional organization, the Maine Association of School Nurses.
30. 15. Prepare reports monthly/yearly. It is extremely important to document school nursing activities. This documentation provides both the superintendent and school board with information to support the need for school nursing. A yearly report should summarize data in the monthly reports.

HOW TO BEGIN

Suggested Orientation Activities for a New School Nurse orientation

First of all, the administrator should explain the school unit's philosophy of the school health program and interpret the nurse's part in this program. Next, the school nurse should become acquainted with any existing school health policies or procedures, and the school nurse job description. From there, the school nurse should become familiar with the school environment. The week before school starts, when there are no students present, the school nurse should:

9. 1. Meet the principals and the office staff.
10. 2. Locate the school health office. Find out what clinic space and supplies are available. What is needed? How are the supplies ordered?
11. 3. Locate the health records. Check on what type of health information is available. How confidential is it? Who records health information? How up-to-date are the health records?
12. 4. Obtain from the administrative office the information needed to plan a schedule, taking into consideration the number of schools, the number of pupils and the number of grades in each school, and the distance between schools served.
13. 5. Meet the faculty, describe the nurse's role and how students are referred to the nurse. Give them a copy of the school nurse's schedule.
14. 6. Get acquainted with the cafeteria manager and workers, the bus drivers' supervisor, and the school custodian. Try to find what health problems or health hazards are present and how assistance in solving these problems may be rendered.
15. 7. Become acquainted with community contacts. What community service clubs are there? Where to send students for emergency care? What services are available from the local or county health department? Who is available for crisis?
16. 8. Become acquainted with the type of statistical data to be collected on the school nurse's activities for accountability of the school health program.

After becoming familiar with this necessary background information, the nurse should plan a tentative schedule of programs, including previously determined goals and objectives. The new school nurse should continue the programs in operation according to accepted policies until desirable changes can be made.

SUGGESTED MONTHLY ACTIVITIES

The following suggested monthly activities are for an optimal school health program, but will need to be adapted to the individual school district and its needs. Some of the activities listed can be done by clerical staff or health aides or at different monthly intervals; however, it is the school nurse's responsibility to see that the activities are done.

AUGUST-DECEMBER

1. The School Nurse should meet with the principal, school physician, school health coordinator and other school health program staff and clarify their role with school community committees. Contact key community health and social service providers to establish a means of Communication and referral.
2. Determine the procedure for tracking absenteeism.
3. Visit the classrooms, meet the students, and tell them where the health office is located and services offered.
4. Review school calendar and note activities involving the school nurse.
5. Check and replenish first aid supplies and arrange first aid cupboard.
6. Plan for health screening schedules for the year in school and obtain principal's approval.

The use of volunteer aides can help greatly in these time consuming checks. Contact the Chairman of PTA or Principal for list of volunteers.

7. Check health records and health problem lists for students who have chronic illnesses. Notify teachers of students that need special accommodations in a classroom. Notify teachers and other staff of students with function limits and potential problems or emergencies. Assure there is an Individual Health Plan on file. Provide individual counseling for students with known health problems.

8. Assure that every student has an up-to-date health record on file.
9. Obtain class lists of all students attending school according to grade level.
10. Meet with faculty. Provide information to staff on health services available and appropriate referrals for care including emergency procedures.
11. Determine students who will need medicine during the school day. Assure that school policy for medicines are followed.
12. Assure that all students who participate in school athletics have a current physical exam to be in compliance with school policy.
13. Obtain School Emergency information from secretary.
14. Assure that all students are in compliance with Immunization Law. Submit HDCC-20 (Immunization Status Report) to State Immunization Program between Dec 1 and Dec 15.

JANUARY- JUNE

1. Send periodic reminder to teachers regarding obvious or observable health conditions.

2. Check all new students that have entered school since September. Request health information if not contained in transfer of records and make health record. Check immunization records of new students.

3. Send periodic reminder to teachers regarding obvious and observable health conditions among students; especially at the secondary level at the start of the new semester.

4. Plan for spring preschool health screening program for Kindergarten registration.

5. Review health records of students moving to another school or who graduate. List students with known health problems to be sent to middle school and high school nurse for the beginning of the coming school year. Review procedure for transferring, keeping, or destroying school health records.

6. Prepare nurse's room for close of school and order supplies for next year.

7. Submit school health services reports to school nurse consultant, Maine Department of Education.

Calendar of Health Observances

Month	Monthly Observances	1 st Week	2 nd Week	3 rd Week	4 th Week
September	<p>Children's Eye Health & Safety Month – Prevent Blindness America (800-331-2020)</p> <p>National Cholesterol Education Month – National Heart, Lung, and Blood Institute Information Ctr. (301-592-8573)</p> <p>National Pediculosis Prevention Month- National Pediculosis Assn. (617-449-6487)</p>			National 5 A Day Week-National Cancer Institute Better Health Foundation (301-496-8520)	
October	<p>Child Health Month- American Academy of Pediatrics (847-981-7667)</p> <p>Family Health Month- American Academy of Family Physicians (800-274-2237)</p> <p>National Family Sexuality Education Month – Planned Parenthood Federation of America (212-261-4628)</p> <p>National Breast Cancer Awareness Month- Board of Sponsors</p>	American Heart Walk-American Heart Assn. (800-242-8721)	Fire Prevention Week-National Fire Protection Assn. (800-344-3555)	<p>National Health Education Week-National Ctr. For Health Education (212-334-9470)</p> <p>National Infection Control Week-Assn. For Professionals in Infection and Control & Epidemiology (202-296-2742)</p> <p>National School Bus Safety Week-National School Transportation Assn. (P.O. Box</p>	

	National Breast Cancer Awareness Month (P.O. Box 15437, Wilmington, DE 19850-5437)			2639, Springfield, VA 22152) Hepatitis Awareness Week-American Liver Foundation (800-465-4837)	
November	National Diabetes Month-American Diabetes Assn.(800-232-3472) National Epilepsy Month-Epilepsy Foundation of America (800-332-1000)			Great American Smokeout-American Cancer Society (800-227-2345)	
December	National Drunk and Drugged Driving Prevention Month-3D Prevention Month Coalition (202-452-6004) Safe Toys & Gifts Month-Prevent Blindness America (800-331-2020)	World AIDS Day-December 1-American Assn. For World Health (202-466-5883)			
January					National School Nurse Day-National Assn. Of School Nurses (207-883-2117)
February	American Heart Month-American Heart Assn. (800-232-3472) National Children's Dental Health Month-American Dental Assn. (800-947-4746)	National Condom Day-American Social Health Assn. (919-361-8400)	National Child Passenger Safety Awareness Week-U.S. Dept. Transportation (202-366-9550) Eating Disorders Awareness Week-Eating Disorders Awareness and Prevention (206-382-3587)		
March	Mental Retardation Awareness Month-The Arc (817-261-6003) National Nutrition Month-American Dietetic Assn. (312-899-0040)	National School Breakfast Week –American School Food Service Assn. (800-877-8882)		National Poison Prevention Week-Poison Prevention Week Council (301-504-0580 Ext. 1184)	
April	Alcohol Awareness Month-National Council on Alcoholism & Drug Dependence, Inc. (212-206-6770) Cancer Control Month-American Cancer	Health Kids Day – YMCA of the USA (312-269-1198) World Health Day-American Assn. For World	Earth Week – National PTA (312-670-6782) NH Buckle Up-Injury Prevention Ctr. At Dartmouth		

	<p>Society (800-272-2345)</p> <p>National Child Abuse Prevention Month – National Committee to Prevent Child Abuse (312-663-3520)</p> <p>National STD Awareness Month-American Social Health Assn. (919-361-8400)</p> <p>National Youth Sports Safety Month-National Youth Sports Safety Foundation (617-277-1171)</p> <p>National Autism Awareness Month-Autism Society of America (800-3-AUTISM)</p>	<p>Health (202-466-5883)</p> <p>National Public Health Week-American Public Health Assn. (202-789-5600)</p>	(877)783-0432		
May	<p>Asthma & Allergy Awareness Month-Asthmas & Allergy Foundation of America (800-7-ASTHMA)</p> <p>Better Hearing & Speech Month-American Speech-Language-Hearing Assn. (800-638-8255)</p> <p>Breathe Easy Month-American Lung Assn. (800-LUNG-USA)</p> <p>Hepatitis Awareness Month-Hepatitis Foundation International (973-239-1035)</p> <p>National Bike Month – League of American Bicyclists (410-539-3496)</p> <p>National Melanoma/Skin Cancer Detection & Prevention Month-American Academy of Dermatology (847-330-0230 ext. 343)</p> <p>National Mental Health Month-National Mental Health Assn. (800-969-6642)</p> <p>National Physical Fitness & Sports Month</p>	<p>National Physical Education & Sport Week-National Assn. For Sports & Phys Ed. (703-476-3410)</p> <p>National Safe Kids Week – National SAFE KIDS Campaign (202-662-0600)</p> <p>Childhood Depression Awareness Day-National Mental Health Assn. (800-969-6642)</p> <p>National Suicide Awareness Week – American Assn. Of Suicidology (202-237-2280)</p>		<p>National Running and Fitness Week-American Running & Fitness Assn. (301-913-9517)</p> <p>National Employee Health & Fitness Day-National Assn. Of Governors' Councils on Physical Fitness and Sports (317-237-5630)</p>	<p>Buckle Up America Week-National Highway Transportation Safety Adm. (202-366-9550)</p> <p>Word No Tobacco Day-American Assn. For World Health (202-466-5883)</p>

	<p>– National Assn. For Sports & Phys Ed. (703-476-3410)</p> <p>National Teen Pregnancy Prevention Month-Advocates for Youth (202-347-5700)</p> <p>National Trauma Awareness Month – American Trauma Society (800-556-7890)</p>				
June	<p>Dairy Month-American Dairy Assn. (847-803-2000)</p> <p>Firework Safety Month-Prevent Blindness America (800-331-2020)</p> <p>National Safety Month-American Society of Safety Engineers (847-699-2929)</p>				

ROLE IN HEALTH EDUCATION

School nurses without teaching certificates are not expected to have responsibility for regular health education classes. If a school nurse is hired to teach "health education" as part of the school's comprehensive school health education, the nurse must be certified by the Department of Education to teach Health Education. If the school nurse has been invited by the health education teacher to present specific information and assist the teacher, the school nurse is considered a guest and the classroom teacher should be present during the school nurses' presentation. However, school nurses should make use of every opportunity while talking with students, administrators, parents, and/or community leaders to teach methods of acquiring better health.

Promote Health Education By:

- . ▫ Providing education for staff on relevant health issues including infectious diseases and emergency procedures.
- . ▫ Using screening programs and first aid procedures as learning experiences for the student.
- . ▫ Assisting the classroom teacher by presenting health concepts in science, biology, home and family living, child development, physical education, and health classes.
- . ▫ Supplementing the regular classroom encompassing the health education content areas.
- . ▫ Serving as a resource to health teachers.
- . ▫ Conducting selected classroom presentations.
- . ▫ Promoting preventive health.
- . ▫ Displaying health education materials on bulletin boards.
- . ▫ Providing safety programs.
- . ▫ Practicing good health behaviors.
- . ▫ Acting as a health advocate.

HEALTH AIDE JOB DESCRIPTION

Qualifications

1. High School diploma.
2. Hold certificate in CPR and First Aid.
3. Successfully completed the approved Department of Education Medication Administer training for Schools.
4. Competent in computer technology.

Job Responsibilities

1. Must work under the direct supervision of the school nurse and may not work independently.
2. To work as a member of the health team.

3. To perform health related technical tasks and skills pertaining to the health program as assigned by the school nurse.
4. Must comply with relevant state and federal laws, including reporting of child abuse and neglect and confidentiality.
5. Implements basic first aid within scope of the individual's training to provide care for pupils.

Facilities and Supplies

Recommended Facilities for the School Health Services Office

11. 1. **The nursing office should be conducive to the privacy and confidentiality of school nursing practice.** Students should be aware that they can speak to the nurse about their problems, concerns, or the need for counseling in a private setting. Some of the nurse's telephone conversations to or from parents or agencies are confidential and should not be pursued in the presence of the student.
12. 2. **Telephone in the Nurses' Office.** A telephone should be available, preferably in the nurse's office or an adjacent room that will permit the nurse to observe an ill child while trying to contact the parents. The nurse must be able to summon help in case of an emergency.
13. 3. **Computer.** It has become increasingly important for the school nurse to have a computer for current information through the internet, for record keeping, and for data collection.
14. 4. **Cot and/or Bed.** A cot and/or bed where ill/injured students can rest and be observed by the nurse.
15. 5. **Lavatory facilities with soap dispenser and disposable towels.** To reduce the incidence of communicable disease transmission, it is strongly recommended that these facilities be in the nurse's office or an adjacent room.
16. 6. **Proper lighting and ventilation.** Adequate lighting is necessary in order to perform accurate screenings, examine wounds. Proper ventilation is necessary for the nurse's and students' comfort and to prevent the spread of disease.
17. 7. **Locked storage for medication.** Locked storage is necessary in order to prevent the taking, loss, or misplacement of drugs.
18. 8. **Screening environment.** Sufficient space and tranquility are necessary to properly perform all screenings.
19. 9. **Locked file cabinets or drawers for storage of health records.** Provided by the School Department.

20. 10. **The nursing office must be fully handicapped accessible**, including the bathroom.

Health Office Supplies

The following medical supplies might be considered for use in the school health office.

Adhesive tape (1 in. & 1/2 in.)	Alcohol
Bacitracin Ointment	Band Aids (regular & butterfly)
Blanket	Blood Pressure Instrument and Stethoscope
Cotton Balls	Cotton Swabs
CPR Mask (children)	Disinfectant spray for cleaning surfaces
Emesis Basin	Eye cup
Eye pads	Gauze pads (4 x 4 & 2 x 2)
Gloves (latex & vinyl disposable)	Ice packs (reusable)
Medication cups	Paper cups
Pen light	Peroxide
Pillow covers	“Red” Universal precaution bags for contaminated materials
Scissors	“Sharps” dispenser
Splints (finger and arm/leg)	Thermometers, dispensers, probe covers
Sterile gauze roll (2 in. & 3 in.)	Tongue depressors
Tissues	Triangle bandage
Universal precautions equipment/clean-up kit	
Tweezers	

Suggested Items for a Standard First Aid Kit

- Box of nonporous disposable gloves
- Sealed packages of alcohol wipes or antiseptic
- Small Scissors
- Tweezers (for removing splinters)
- Thermometer
- Adhesive bandage tape
- Sterile gauze squares (2" and 3")
- Triangular bandages
- Flexible roller gauze (1" and 2" widths)
- Safety pins
- Eye dressing
- Insect sting preparation
- Pencil and notepad
- Cold pack
- Small splints
- Sealable plastic bags for soiled materials
 - • Heat packs
 - • Crutches
 - • Clock with second hand
 - • Ring cutter
 - • CPR mask

A wheelchair and crutches are also useful.

REFERENCE: the ABC's of Safe Child Care Booklet (<http://www.cdc.gov/ncidod/hip/abc/policie5.htm>).

REFERENCE: This section reproduced with permission from the *New Hampshire School Manual*..

School Nurse Substitute Qualifications

The qualifications needed to substitute for a school nurse is:

- * 1 A current RN license in the State of Maine
- * 2 A criminal history record check approval.
- *

REFERENCE SECTION (For School Nurse)

NASN Standards of Practice. "Standards of Professional School Nursing Practice: Applications in the field", Susan L. Lordi and Beverly Brodley, 2000, Scarborough, Maine

Board of Nursing Rules. Maine State Board of Nursing, <http://www.state.me.us/nursingbd/>

Department of Education Certification – 624-6603

Merck Manual of Diagnosis and Therapy, Editors Mark Bogin, M.D. and Rober Berkow, M.D.

Control of Communicable Diseases Manual, American Public Health Associations

PDR, Pocket Guid

INFORMATIONAL LETTER NO: 27

POLICY CODE: JLC/GCAAB

**TO: Superintendents, Dale Douglas (MSMA), and Dick Durost
(Maine Principals Association)**

FROM: J. Duke Albanese, Commissioner, Department of Education

DATE: November 20, 2002

SUBJECT: The School Nurse Role in Delegation or Coordination of Health-Related Tasks

The Maine School Health Advisory Committee has prepared the attached document, "School Nursing Role Definition in Delegation or Coordination and Oversight," to help superintendents, principals, school staff, and school health personnel understand the differences in the role of the certified school nurse, the licensed practical nurse (LPN), and other individuals in the school setting who are assigned responsibility for health care.

The certified school nurse is a professional registered nurse meeting the certification requirements of the Department of Education. As part of the school education team, certified school nurses work under the direction of the principal and superintendent. Because it is not feasible in many schools to have a school nurse always present, schools must make use of appropriately trained ancillary personnel to meet students' health-related needs.

The school administration is responsible for implementing policies and practices to ensure the safety of students. Therefore, it is important to ensure that:

any staff assigned health-related tasks are working within their job descriptions,

any unlicensed person performing health-related tasks receives appropriate training by a qualified professional, and that

the unlicensed person performing health-related tasks is competent to carry out the assigned task.

The attached document provides information regarding health-related tasks that can be appropriately assigned to school staff when the school nurse is not available.

Questions concerning this material should be directed to the Maine School Health Advisory Committee, through DeEtte Hall, Department of Education, 23 State House Station, Augusta, ME 04333 or deette.hall@maine.gov

SCHOOL NURSING ROLE DEFINITION IN DELEGATION OR COORDINATION AND OVERSIGHT

I. Role of the Certified School Nurse

A Certified Professional School Nurse (RN) is one who is licensed by the Maine State Board of Nursing as a professional Registered Nurse and certified by the Department of Education as a school nurse.

A Certified School Nurse:

Manages the school health services under the direction of the Superintendent and Principal, and in compliance with school district policy.

Functions in accordance with the Standards of Professional School Nursing Practice, the Nurse Practice Act, and Federal and State statutes that impact school nursing practice.

Provides information to the school board and school administrators as they develop school health policies and procedures.

Provides health-related training to school personnel.

Provides preventive health services to students including health education, screening, consultation and referrals.

Provides nursing assessments and nursing diagnoses and develops plans of care for students needing health and nursing interventions.

Implements interventions within the plan of care directly, through delegation, or through the provision of oversight and coordination to other responsible staff based on consideration of health, safety, and welfare of the student.

Coordinates in-school health care with the student's primary care physician, the school-based health center, and other providers/staff as necessary and appropriate.

The Certified School Nurse is responsible for determining appropriate delegation of health-related tasks or coordination and oversight:

The Nurse Practice Act authorizes registered professional nurses to delegate tasks to licensed practical nurses and certified nursing assistants only (32 M.R.S.A. §§ 2102 (2)(C), 2102(2)(D)).

Delegation and coordination/oversight of health-related tasks/services must be determined on an individual basis. Factors to be considered for delegation and/or coordination and oversight include safety, acuity of the student, stability of the condition of the student, training and capability of the staff, and nature of the task.

The Certified School Nurse must exercise professional judgment in determining delegation or coordination/oversight activities.

The nurse **shall not** "coordinate and oversee unlicensed health care assistive personnel for health counseling, teaching or any task that requires independent, specialized nursing knowledge, skill or judgment" according to the Maine State Board of Nursing (MSBON) Rules Ch. 6, Regulations Relating to Coordination and Oversight of Patient Care Services by Unlicensed Health Care Assistive Personnel § 2 (1).

The Certified School Nurse is responsible for the coordination and oversight of unlicensed personnel. The School Nurse will:

1. Identify the student's needs and develop/consult on the plan of care.
2. Identify the tasks to be performed by the unlicensed personnel.
3. Provide direction/training to the unlicensed personnel.
4. Determine the ability of the unlicensed staff to perform the task.
5. Monitor the designated staff's reporting and documentation of the task.

6. Ensure that designated staff reports directly to the certified school nurse for the performance of the task.

7. Evaluate the performance of the task as it relates to the student outcome and initiate corrective action as appropriate within the school setting.
(MSBON Rules Ch. 6 § 2(2)(B))

II. The Role and Responsibilities of Ancillary Personnel

School Staff who are licensed by the MSBON as Licensed Practical Nurses (LPN's):

1. May assist the certified school nurse with specified health tasks.
2. Do not meet the professional requirements for licensure as a registered professional nurse (RN) and requirements for certification by the Maine Department of Education as a certified school nurse.
3. May assume health related responsibilities **only** when those responsibilities **do not** require independent, specialized nursing knowledge, skill, or judgment including assessment and evaluation of student health outcomes and **only** when those responsibilities have standardized protocols and procedures leading to a predictable outcome. 32 M.R.S.A. § 2102(2)(C).
4. Must work under the direction of a certified school nurse.
5. Must function within their scope of practice including medication administration.

B. Unlicensed Assistive Personnel¹ are school staff not licensed to provide health-related services, including the independent administration of medication. School Staff who are Unlicensed Assistive Personnel:

1. May assist the certified school nurse in carrying out specified tasks that do not require independent, specialized nursing knowledge, skill, or judgment including assessment and evaluation of student health outcomes and health counseling or teaching. (Examples of appropriate tasks include assistance with vision and hearing screenings and supervised administration of medication.)
2. Must receive appropriate training on the specific task to be performed before accepting the task.
3. Must comply with policies, procedures, and health care plans as directed.
4. Must report to and receive oversight from the school nurse regarding assigned tasks.

5. Must carry out assigned tasks as directed and document all tasks.

Prepared by the Maine School Health Advisory Committee, April 2002.

